MVR'S

General Information

An MVR is a Motor Vehicle Record.

For a driver record it contains:

- Customers name and address
- Previous and current license numbers
- Citations and any suspensions or revocations

For a Title and Registration record it contains:

- Owners name and address
- Lien information

The customer for a driver MVR may request a 39-month uncertified, five-year certified, or 10-year certified MVR (only issued at 1801).

The customer for a T&R MVR may request certified or uncertified

Check the form to determine the appropriate MVR being requested before issuing.

The fees for a MVR are as follows:

	UNCERTIFIED	CERTIFIED
Over the counter while you wait	$3.00	$5.00
Drop-off	$2.00	$5.00

For requesters who have been granted the right to obtain an MVR by an applicable permissible use (except permissible use 11), they must provide one of the following pieces of information:

For a driver record:

- Arizona Driver License/Customer Number or
- Customer' Name

For a vehicle Record:

- Vehicle Identification Number (VIN) or
- License Plate Number or
- Owner's Name

Requestor's are not limited to just providing one item. Any additional information, such as a DOB, will assist in obtaining the correct record

The one-item search criterion does not apply to requesters using permissible use #11 (box 5 on the back of the form). They must provide the following three pieces of information

For a driver record:

- Arizona Driver License/Customer Number
- Customer's Name
- Customer's Date of Birth

For a vehicle record:

- VIN
- License Plate Number
- Owner's Name

There are two types of Driver License MVRs.

- Non-restricted – Contains personal information such as social security number, photograph and medical information
- Restricted – Contains limited personal information such as name, address, and driver license number, but does not contain social security number, photograph or medical information

The "permissible use" box checked will determine if a restricted or non-restricted MVR is issued. Every person requesting an MVR is required to check a "permissible use" box on the back of the form and provide any additional required information where indicated.

- First six boxes are for non-restricted
- The last seven are for restricted

All T&R MVR's are non-restricted

An individual must give **express consent** prior to the release of their MVR to any person or entity **<u>not otherwise authorized to receive it</u>**. A status code 81 is on every record where consent to release has not been given.

There are two ways for a customer to give consent to someone

1. A general express consent: This consent is given by checking the OPT IN box on the Driver License application, title application, renewal notice, change of address card or filling out the Consent To Release Motor Vehicle Record General Release form 96-0276. The CSR will remove the SC81 from the driver record and any vehicle records in the customer's name.

    - When the status code 81 is not on the record, the requestor must check off box 5 (permissible use 11) on the back of the form and provide all three criteria.

2. One time consent: This consent is given by filling out the Consent to Release Motor Vehicle Record One Time Release form 96-0463. The status code 81 stays on the record.

Complete the "MVD Use" section on the front and the "Certification" section on the back of the form. It must be signed by the requester and witnessed by the MVD agent or notarized by a notary public.

There are different reports for each MVR type (restricted or non-restricted, certified or uncertified). Below are the switching codes or Trans for the different MVR requests.

RESTRICTED DRIVER MVR	SWITCHING CODE
39-month uncertified	V0
10-year court certified	V1
5-year certified	V3

NON-RESTRICTED DRIVER MVR	SWITCHING CODE
39-month uncertified	Z0
10-year court certified	Z1
5-year certified	Z3

T&R CERTIFIED	TRAN
	QVCPY (F6)

T&R UNCERTIFIED	TRAN
	QVTRR

When releasing a certified MVR:

- Prepare a "Certificate of Authentication"
  a. Stamp the date above the pre-printed Director's signature
  b. Staple the "Certificate of Authentication" to the MVR as the last page
- Give the completed packet to the customer

NOTE: Records Unit Personnel are the only individuals authorized to issue the 10-year certified driver MVR and to certify MVR supporting documents such as film records, photographs/digital images, etc. with the Custodian Of Records signature stamp.

Prior To Issuing A 39-Month Driver License MVR:

- Check Identification
- Verify application has been completed in full and a permissible use box has been checked. This will determine the issuance of a restricted or non-restricted MVR

Instructions For Issuing:

1. Enter: Tran **MDIN** press **Ctrl**. This will open a new session.

2. Query the record with the criteria given on the form

3. Type either a "**V0**" or "**Z0**" in the ENTER SEGMENT WANTED field and press **Ctrl**. This will issue either a Restricted (V0) or Non-Restricted (Z0) MVR.

4. Click on the **PrintMVR** icon on the top tool bar

   - All pages will print

5. Enter: Tran **MDMISC** press **Ctrl**. This will open the screen used to collect non-terminal accounting fees.

6. If not already open, open the MVR group by placing an "**S**" over the "**+**"and press **Ctrl**.

7. To collect fees, place the quantity to the left of the appropriate description and press **Ctrl**. The total will show in the lower right corner of the screen.

   - **MVR DL OTC UNCERT** – for an uncertified over the counter MVR
   - **MVR DL O'NIGHT UNCERT** – for an overnight uncertified MVR (drop-off)

8. To accept the fees place a "**Y**" in the ACCEPT field and press **Ctrl**.

9. **MDOUT** to collect the fees and close the session.

10. Complete the bottom "MVD Use" section of the MVR request form and place with other completed MVRs.

11. Give the MVR to the customer.

Prior To issuing A 5-Year Certified Driver License MVR:

- Check Identification
- Verify application has been completed in full and a permissible use box has been checked. This will determine the issuance of a restricted or non-restricted MVR

Instructions For Issuing:

1. Enter: Tran **MDIN** press **Ctrl**. This will open a new session.

2. Query the record with the criteria given on the form.

3. Type either a "**V3**" or "**Z3**" in the **ENTER SEGMENT WANTED FIELD** and press **Ctrl**. This will issue either a Restricted (V3) or Non-Restricted (Z3) MVR.

4. Click on the PrintMVR icon on the top tool bar.

   - All pages will print

5. Enter: Tran **MDMISC**   press **Ctrl**. This will open the screen used to collect non-terminal accounting fees.

6. If the MVR group is not already open, open by placing an "**S**" over the "**+**" to the left of the MVR group and press **Ctrl**.

7. To record fees, place the quantity to the left of the appropriate description and press **Ctrl**. The total will show in the lower right corner of the screen.

   - **MVR DL Certified** – for a 5-year certified MVR

8. To accept the fees place a "**Y**" in the ACCEPT field and press **Ctrl**.

9. **MDOUT** to collect the fees and close the session.

10. Complete the "MVD Use" section of the MVR request form and place with other completed MVRs.

11. Prepare the certified MVR packet.

   - Prepare a "Certificate of Authentication"
   - Stamp the date above the pre-printed Director's signature
   - Staple the "Certificate of Authentication" to the MVR as the last page
   - Give the completed packet to the customer

Prior To Issuing An Uncertified Title And Registration MVR:

- Check Identification
- Verify the application has been completed in full and a permissible use box has been checked

Instructions For Issuing:

1. Enter: Tran **MDIN** Text _____ press **Ctrl**. This will open a session.

2. Query (F2) the record with the criteria given on the form.

3. Press **F6** (QVCPY) to bring up the MVR

4. **Screen Print the screen** (this will be your MVR) and press **Ctrl** to exit the screen.

5. Enter: Tran **MDMISC** Text _____ press **Ctrl**. This will open the screen used to collect non-terminal accounting fees.

6. If the MVR group is not already open, open by placing an "**S**" over the "**+**" to the left of the MVR group and press **Ctrl**.

7. To record fees, place the quantity to the left of the appropriate description and press **Ctrl**. The total will show in the lower right corner of the screen.

    - **MVR TR UNCERT** – for an uncertified over the counter MVR
    - **MVR TR O'NIGHT UNCERT** – for an overnight uncertified MVR (drop-off)

8. To accept the fees place a "**Y**" in the ACCEPT field and press **Ctrl**.

9. **MDOUT** to collect the fees and close the session.

10. Complete the "MVD Use" section of the MVR request form and place with other completed MVRs.

11. Give the MVR to the customer.

Prior To Issuing A Certified Title And Registration MVR:

- Check Identification
- Verify the application has been completed in full and a permissible use box has been checked

Instructions For Issuing:

1. Enter: Tran **MDIN** Text _____ press **Ctrl**. This will open a session.

2. Query (F2) the record with the criteria given on the form.

3. Use the Tran **QVTRR** with the same criteria, press **Ctrl**.

4. **Print the screen** (this will be your MVR) and press **Ctrl** to exit the screen.

5. Enter: Tran **MDMISC** Text _____ press **Ctrl**. This will open the screen used to collect non-terminal accounting fees.

6. If the MVR group is not already open, open by placing an "**S**" over the "**+**" to the left of the MVR group and press **Ctrl**.

7. To record fees, place the quantity to the left of the appropriate description and press **Ctrl**. The total will show in the lower right corner of the screen.

   - **MVR TR CERTIFIED** – for a certified MVR

8. To accept the fees place a "**Y**" in the **ACCEPT** field and press **Ctrl**.

9. **MDOUT** to collect the fees and close the session.

10. Complete the "MVD Use" section of the MVR request form and place with other completed MVRs.

11. Prepare the certified MVR packet.

   - Prepare a "Certificate of Authentication"
   - Stamp the date above the pre-printed Director's signature
   - Staple the "Certificate of Authentication" to the MVR as the last page
   - Give the completed packet to the customer